# Guide for the Volunteer Resources Web Page

This guide will help you understand what is on the Volunteer Resources web page and how to effectively and correctly use the files. The files you may download from this page are in several formats: rich text format (.rtf), Microsoft Excel spreadsheet (.xls), and Adobe Acrobat (.pdf). Any word processing program will open the .rtf files; Microsoft Excel will open the .xls files; and Adobe Acrobat Reader will open the .pdf files. You can download Adobe Acrobat Reader from their website at http://www.adobe.com/products/acrobat/readstep2.html . A link to this website is also provided on the volunteer resource web page.

In order to access the volunteer resource web page you must go to http://www.dnr.sc.gov/seaturtle/ht/volres.htm and log in. The user name is **volunteer** and the password is **resource**. You must type the user name and password in lowercase letters.

File Instructions (please read thoroughly):

1.      **Nest Protection Guidelines**
        **Stranding Network Guidelines**
        **Nest Data Spreadsheet Instructions**
        **Annual Report Instructions (Outline)**
        **STSSN Guide**

These files are in the .pdf file format. They are provided so that you may review them on the web or print them for your personal hard copy.

2.      **Letter of Authorization**

This file is in the .rtf format. It should open in any word processing program. This file may be downloaded and saved to your computer. You may type information into this file on your computer and save it or write information on a hard copy. This form requires signatures and therefore may only be mailed in to our office. Our postal address is on the bottom of this form and at the bottom of this document. Please do not email this form to our office.

3.      **Lighting Report Form**

This file is in the .rtf format. It should open in any word processing program. This file may be downloaded and saved to your computer. You may type information into this file on your computer and save it or write information on a hard copy. This form may be mailed in to our office (in a hard copy or a cd/diskette) or emailed. Our addresses (postal and email) are on the bottom of this form and at the bottom of this document.